

Hiring Process Guidelines

Fall 2016



This guide is intended to give you some direction about what to expect in this process and how to prepare for the sometimes difficult steps involved. Carefully review all of the information included with this guide. Each component of the process outlined below is mandatory for every applicant. Any applicant that cannot complete each component will be discontinued from the current year's process.

APPLICATION AND AUTOMATIC DISQUALIFIERS

- Review the job posting, requirements and job description for the position of Fire Rescue Technician.
- After ensuring that you do not meet any AUTOMATIC DISQUALIFIERS submit a complete and thorough application via the JAMES CITY COUNTY CAREER CENTER.
- Each application will be screened to ensure that the minimum qualifications are met by the applicant. Any application not meeting these qualifications will be discontinued in the current year's process.

MANDATORY ELIGIBILITY SESSION (information and Applicant Physical Ability Testing)

- These sessions are designed to disseminate important process information, to include an overview of the background investigation and review of automatic disqualifiers to confirm eligibility. The APAT will also be held as part of this session.
- The APAT is a pass/fail test. Please view the APAT VIDEO and also review the APAT GUIDELINES in preparation for your test.

SELECTION (Panel Interviews, Background Investigation and Post-Conditional Offer Checks)

- Once it is confirmed that the applicant is "eligible" for selection, an in depth application review will take place to include screening of all desired qualifications. Upon completion of this review applicants may be referred for, but not guaranteed, a panel interview.
- Panel interviews measure communication skills, interpersonal relations, judgment, analytical ability and the applicant's motivation to become a Fire Rescue Technician/ALS provider.
- Behavioral based or experiential interviewing techniques are used during the course of each interview.
- Background investigation and post-conditional offer checks include:
 - Medical/Physical Examination
 - Drug Screening
 - Psychological Profile
 - Background Investigation to include polygraph examination, criminal history, sex offender, driving record, and credit history checks; and neighborhood survey, character reference and employment records.
- Those satisfactorily completing the background and post-conditional offer checks will be placed in a pool for further consideration. Those made a permanent offer of employment will be determined by position availability and the needs of the organization. Please note: This pool of applicants will remain active until either (1) a new hiring process begins or (2) one year has passed from the first hire from this hiring process whichever comes first.

If you have any questions about this process, contact:

Fire Department Recruitment Coordinator at fire.recruiting@jamescitycountyva.gov or (757)565-7650

*Please note that specific information will not be given regarding an applicant's performance or ranking in this process.